



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, U.S. ARMY GARRISON FORT WAINWRIGHT
1060 GAFFNEY ROAD #6000
FORT WAINWRIGHT, ALASKA 99703-6000

10 0 NOV 2011

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MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Prevention of Sexual Harassment and Training Requirements for all Civilian Personnel
(Garrison Policy #5)

1. All employees are entitled to a workplace that is free of discriminatory harassment. As the commander, I expect managers and supervisors to lead by example and ensure professional conduct in their workplace environments. Additionally, all individuals and employees in the command will be held to a high standard of conduct for personal behavior and sexual or unlawful harassing behavior will not be tolerated.
2. This command supports and promotes an environment which integrates mission accomplishment with common courtesy, compassion, dignity and respect for all individuals. While not all acts of harassing behavior may be sufficiently severe or pervasive to trigger a violation of the law, all harassing behavior can negatively impact the organization and adversely affect mission readiness. Individuals found to be engaging in or tolerating discriminatory harassment will receive appropriate corrective action, including discipline or removal of employees and managers.
3. Unlawful harassment is defined as verbal or physical conduct that degrades, and/or shows hostility or aversion to an individual because of his or her race, color, religion, gender, national origin, age or disability, or that of one's friends, relatives, or associates when such conduct:
 - a. Has the purpose or effect of creating an intimidating, hostile, or offensive work environment.
 - b. Has the purpose or effect of unreasonably interfering with an individual's work performance.
 - c. Has an otherwise adverse effect on the individual's employment opportunities.
4. Sexual harassment is defined as a form of sex discrimination that involves unwelcome sexual advances, requests for sexual favors, and other verbal, non verbal, or physical conduct of a sexual nature when:
 - a. Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of a person's job, pay, or career, or
 - b. Submission to or rejection of such conduct by a person is used as a basis for career or employment decisions affecting that person, or
 - c. Such conduct unreasonably interferes with an individual's performance or creates an intimidating, hostile or offensive environment.
5. To ensure that personnel have been informed about what behaviors constitute harassment and that such behavior may result in disciplinary actions, all Garrison employees are required to attend Sexual Harassment/Assault Response and Prevention (SHARP) training as follows:
 - a. Initial SHARP: This is a mandatory one-time training requirement. All non-supervisory employees must attend this training as soon as possible after their initial appointment to an Army position. All new military and Civilian supervisors of Civilians will attend this training within six months of assuming a supervisory position.

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- b. Refresher SHARP: All employees and supervisors must complete a refresher course every year.
6. The EEO Office schedules and advertises Initial Employee, Initial Supervisory, and Refresher SHARP training classes annually. Supervisors and employees may contact the EEO Office to confirm dates the training is offered.
7. When issues of harassment are raised by employees, managers and supervisors must immediately address their concerns. Management officials will initiate a prompt, thorough and impartial inquiry of all allegations. While conducting the inquiry, the confidentiality of harassment complaints will be protected to the greatest extent possible. The EEO office can provide guidance on conducting inquiries and/or provide mediation services. If management finds that harassing behavior has occurred, they will take immediate action to stop the harassing behavior and ensure further harassment does not occur.
8. Employees must take advantage of preventive or corrective opportunities. If employees believe they are being subjected to harassing behavior, the following avenues of redress are available:
- a. Employees are encouraged to report harassment to management officials *before* it becomes severe or pervasive. All incidents of harassment should be reported to the first line supervisor. If the first line supervisor is perpetuating the harassing behavior, report the conduct to the next supervisor in the chain of command.
 - b. If an individual has reported harassment to management officials and appropriate corrective measures have not been taken, they may report the harassing conduct to the Deputy to the Garrison Commander (DGC). The Garrison DGC is Mr. Richard Mauer, 353-7660, or by email at rich.mauer@us.army.mil. The DGC will put the complaint in writing and forward it to the commander within 48 hours of your discussion. Within 72 hours of receipt of the complaint, the commander will initiate an investigation of your allegations. Investigations are expected to be completed in 14 days and the complainant will be advised of the results and the commander's decision in writing. The decision of the commander is final, with no right of appeal to the courts and no entitlement to compensatory damages.
 - c. Individuals may lodge a complaint by contacting an EEO official or an EEO counselor within 45 days of the date of the alleged discriminatory action. Individuals providing information regarding harassing behavior or lodging EEO complaints are protected by law against retaliation. For additional information on filing a complaint contact Ms. Eileen Wallace at 353-9156 or by email at eileen.j.wallace@us.army.mil.
9. I expect the personal involvement and commitment of each individual across the Command to prevent, and when encountered, report incidents of harassment.
10. This policy supersedes Garrison Policy #5 SAB, dated 4 Jun 09.
11. Policy questions may be directed to the Garrison EEO Manager, Renier Torres, at 353-6917 or via email at renier.torres@us.army.mil.


RONALD M. JOHNSON
COL, SF
Commanding

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